Note

This Policy is no longer active

It is made available here for archival purposes only
Aloha, All,

After re-organization of the community college system, there has been some confusion about which policies are official. The Community College Chancellors Memorandum (CCCMs) do not always apply anymore, since they filled in the gap between colleges and the former chancellor's office. Many decisions have been delegated to the college level, and often UH system policies are in place to cover current decision-making. Some CCCM's are still being followed by mutual agreement until they can be replaced. The system publishes a chart to try to show which those are at http://www.hawaii.edu/offices/cc/docs/policies/UHCC_Policy_Conversion_Analysis.pdf.

A subcommittee of the Windward Faculty Senate took on the task of clarifying college questions about current policy. At their recommendation, I am making it official that the Windward Community College Policy Manual is found at http://windward.hawaii.edu/Policies/Campus/. This can also be found by going to our website, then clicking Governance, and then clicking the button labeled "Policies". The 1995 paper "WCC Policies" documents are no longer in use.

The faculty senate subcommittee on procedures and policies has also suggested procedures for development of new policies. I have accepted their recommendations, and their procedures will be used to create a "policy on policies" that will be issued soon. I would like to thank Ellen Nagaue, Leslie Lyum, Toshi Ikagawa, and Letty Colmenares for their work on this project. Thanks also to Jan Lubin for her assistance to them, and to the faculty senate for following through.

Angela Meixell
Chancellor

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WINDWARD COMMUNITY COLLEGE  
Administration, Facilities

EVENING AND WEEKEND USE OF BUILDINGS  
BY STAFF, FACULTY AND STUDENTS

1. Purpose:
   To establish policy and procedures for effective evening and weekend use of campus buildings and 
   thereby protect the physical plant, reduce indiscriminate energy consumption and improve campus 
   security.

2. Policy:
   a. The conservation of energy to the maximum extent possible is a responsibility that must be 
      shared by faculty, staff and students alike; faculty and staff have the additional responsibility to 
      contribute positively to campus security and effective facilities usage efforts.
   b. All WCC campus buildings will closed and secured at 5:00 p.m. Monday through Friday with the 
      following exceptions:
      1) The Library: In accordance with the schedule established by the Librarian.
      2) Classroom Buildings: Secured at the end of the last scheduled use.
      3) Eckerdt 102 and 129: Secured at the end of the last scheduled use.
   c. All WCC campus buildings will be closed and secured on weekends and holidays with the 
      following exceptions:
      1) Classroom buildings: Secured at the end of the last scheduled use.
      2) Eckerdt 102 and 129: Secured at the end of the last scheduled use.

3. Applicability:
   a. The closing and securing hours listed above apply to all members of the staff, faculty and 
      students. The UH identification card issued to staff and faculty members will be accepted by 
      campus security guards as evidence that the bearer is authorized to use campus facilities after 
      normal hours, provided the member has a key to the facility.
   b. Students who find it necessary to use certain campus facilities (including student lounge and 
      WCKC office) after the designated closing hours must have written authorization to do so from:
      1) the appropriate instructor for use of the instructional or classroom facilities.
      2) the faculty advisor for the use of the WCKC office and student lounge.
      3) the Director for Administrative Services for the use of all other facilities for unscheduled 
         use.

4. Procedures:
   a. Personnel using campus facilities are responsible to see that the lights, fans, air conditioners 
      and other electrical equipment are turned off and that the doors (and windows where possible 
      and practicable) are closed and locked when leaving the premises.
   b. Campus security personnel are authorized to and will evict any individual occupying premises 
      after closing hours who cannot present a valid UH ID card or a written authorization (see 
      attached form).

5. Effective Date:
   This policy guideline is effective August 1, 1995.

   /s/ Peter T. Dyer  
   Provost
WINDWARD COMMUNITY COLLEGE

AUTHORIZATION FOR THE USE OF CAMPUS FACILITIES AFTER NORMAL HOURS

The student(s) listed below has (have) been authorized to use the following facilities after normal hours as indicated below:

<table>
<thead>
<tr>
<th>NAME(s)</th>
<th>FACILITY(IES)</th>
<th>DATE/HOURS</th>
</tr>
</thead>
</table>

Authorized Signature

DATE

cc: Original to User
    Director for Administrative Services